

13 May 1994

**PASS AND REGISTRATION  
(Selfridge ANGB)**

1. **Objective.** As prescribed in AFI 38-201, Air Force Manpower Determinant (AFMD) System, formerly designated as AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume.

2. **Authority.** The AFI 31-series, formerly the 125-series of Air Force (AF) and/or Air National Guard (ANG) directives contain US Air Force and Command policy and procedural guidance for the Pass and Registration work center. This manpower standard was developed using the functional review process under procedures outlined in AFPAM 38-208, Air Force Management Engineering Program (MEP) Processes, formerly AFR 25-5.

3. **Applicability.** This standard only applies to Selfridge ANGB, MI. This standard only applies to peacetime operations.

4. **Standard Data:**

- a. Classification. Type III.
- b. Approval Date. 3 Jan 94.
- c. Man-Hour Data Source. Operational Audit (historical record and technical estimate techniques).
- d. Standard Man-Hour Equation.  $Y = 35.60 + 0.02839X_1 + 0.0004276X_2$ .
- e. Workload Factors (WLFs):
  - (1) Title:
    - a.  $X_1$ . Base Population.
    - b.  $X_2$ . Retired Population.
  - (2) Definitions:
    - a.  $X_1$ . Total number of Title 5 and Title 32 civilians, traditional guardsmen, and tenant personnel authorized.
    - b.  $X_2$ . Total number of retired individuals registered on base. Count the number of DD Form 2AF (retired military) vehicle registration applications.
  - (3) Sources:
    - a.  $X_1$ . Local records maintained in Comptroller, Accounting, and Finance functions.
    - b.  $X_2$ . Locally maintained record reported monthly in Pass and Registraton, FAC 4312.

5. **Application Instructions:**

- a. The valid man-hour range for this ANGMS is 231.26 - 385.44. Extrapolation limits represent the upper and lower man-hour values that bind the applicability range. These limits represent the maximum amount the equation can be extended.
- b. Determine the value for the WLF identified in paragraph 4e. Substitute this value into the man-hour equation for X.
- c. Divide the computed allowed man-hours by the appropriate civilian man-hour availability factor (MAF) to determine total requirements.
- d. Refer to the appropriate column in the standard manpower table at attachment 2 to determine the required specialties.

6. **Statement of Conditions.** There were no general conditions (environmental, equipment, or facility) which had an impact on the development or application of this manpower standard.

**PUBLISHED UNDER AUTHORITY OF THE SECRETARY OF THE AIR FORCE**

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**2 Attachments**  
1. **Work Center Description**  
2. **Standard Manpower Table**

**No. of Printed Pages: 4**  
**OPR: ANGRC/XPME (Maj Castleberry)**  
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**Distribution: F, X**

**WORK CENTER DESCRIPTION****PASS AND REGISTRATION  
(Selfridge ANGB)****DIRECT:****1. CREDENTIAL:**

**1.1. ISSUES IDENTIFICATION (ID) CREDENTIAL.** Receives and verifies application data, types data on card, takes photograph, attaches photo to ID credential, verifies data on credential with recipient, obtains issuing official's signature, seals card, completes issue portion of application, completes AF Form 335, Issuance Record Accountability Identification Card, obtains signature of recipient, retrieves superseded credential when available, and prepares local badge number for restricted area badges.

**1.1.1. ISSUES DD FORM 2AF, ARMED FORCES IDENTIFICATION CARD (ACTIVE, RESERVE, OR RETIRED).**

**1.1.2. ISSUES DD FORM 2RET, UNITED STATES UNIFORMED SERVICES IDENTIFICATION CARD.**

**1.1.3. ISSUES DD FORM 2AF (RESERVE ID CARD).**

**1.1.4. ISSUES DD FORM 1173, UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD (DEPENDENT ID CARD).**

**1.1.5. ISSUES DD FORM 1934, GENEVA CONVENTIONS IDENTITY CARD FOR MEDICAL AND RELIGIOUS PERSONNEL WHO SERVE IN OR ACCOMPANY THE ARMED FORCES, OR DD FORM 489, GENEVA CONVENTION IDENTITY CARD FOR CIVILIANS WHO ACCOMPANY THE ARMED FORCES.**

**1.1.6. ISSUES AF FORM 354, CIVILIAN IDENTIFICATION CARD.**

**1.1.7. ISSUES AF FORM 447, AIR RESERVE FORCES DEPENDENT IDENTIFICATION CARD.**

**1.1.8. ISSUES AF FORM 1199/A/B/C, USAF RESTRICTED AREA BADGE (A-GREEN, B-PINK, C-YELLOW).**

**1.2. ISSUES CREDENTIAL BY MAIL.** Prepares letter of instruction and forms, fills out AF Form 335, and mails identification card and letter of instruction to recipient via certified mail. Receives returned card, signs card, laminates card, and mails card by certified mail. Receives receipt from customer and dates AF Form 335.

**1.3. MAINTAINS ENTRY AUTHORITY LISTING (EAL):**

**1.3.1. PREPARES EAL.** Loads AF Form 1199 information into computer and prints EAL for supported unit.

**1.3.2. DISTRIBUTES EAL.** Breaks down AF Form 1199 (three copies), prepares EAL for unit, places in distribution folder, and distributes EAL to appropriate unit.

**1.4. TAKES FINGERPRINTS.** Takes fingerprints for identification card or badge. Prepares Federal Bureau of Investigation, Department of Defense, or Civil Service Commission Fingerprint Card for personnel security purposes. Ensures fingerprints are satisfactory for identification card or badge.

**2. CONTROLLED FORM MAINTENANCE:**

**2.1. OBTAINS FORM.** Inventories form, reports discrepancy, receipts for form and records form number on AF Form 335 and AF Form 145, files log, and stores form.

**2.2. TRANSFERS ACCOUNTABLE FORMS ON AF FORM 213, RECEIPT FOR ACCOUNTABLE FORM.** Transfers a supply of accountable forms to alternate issuing official(s) on AF Form 213 not to exceed 60 days.

**2.3. CONDUCTS INVENTORY:**

**2.3.1. CONDUCTS RESTRICTED AREA BADGE INVENTORY.** Conducts inventory of restricted area badges on hand.

**2.3.2. REQUESTS INVENTORY.** Requests inventory of restricted area badge from responsible agency.

**2.3.2.1. PREPARES UNIT EAL.** Prepares an EAL for unit issued restricted area badge, prepares and attaches a cover letter, and distributes the package to the unit.

**2.3.2.2. CONDUCTS FOLLOW-UP ACTION.** Prepares follow-up letter requesting EAL update.

**2.3.2.3. PROCESSES ANNOTATED EAL.** Receives EAL from unit and loads new data into computer.

**2.3.2.4. PERFORMS JOINT INVENTORY OF RESTRICTED AREA BADGE.** Requests assistance to conduct a joint inventory of restricted area badge. Performs joint inventory.

**2.3.2.5. FILES EAL.** Files completed EAL.

**2.3.3. REQUESTS JOINT INVENTORY.** Requests semiannual inventory of identification card issued and on hand and assists inventory official with inventory.

**2.4. DESTROYS SUPERSEDED OR DEFACED FORM.** Assembles and prepares controlled form for destruction and destroys accountable form.

### **3. PRIVATELY OWNED VEHICLE AND WEAPON REGISTRATION:**

**3.1. REGISTERS MOTOR VEHICLE.** Determines eligibility of registrant, determines status of individual, assists customer in completion of AF Form 533, Certificate of Compliance - Private Motor Vehicle Registration, or other appropriate forms, or prepares AF Form 75, Visitor/Vehicle Pass (Storage Safeguard), for temporary registration; issues decal(s) or other registration documents, instructs customer on proper placement on vehicle, records dual number on AF Form 533, and enters appropriate information into data base.

**3.1.1. REGISTERS PERMANENT MOTOR VEHICLE.**

**3.1.2. REGISTERS TEMPORARY MOTOR VEHICLE.**

**3.1.3. ISSUES TEMPORARY IDENTIFICATION.**

**3.2. CONDUCTS ANNUAL INSPECTION.** Conducts annual inspection of decentralized vehicle registration function.

**3.3. INPUTS ORGANIZATION VEHICLE REGISTRATION INTO COMPUTER.** Inputs vehicles registered by organization into central computer system or other central filing system.

**3.4. TERMINATES REGISTRATION.** Receives notification, disposes of registration documentation as required, and updates data base.

**3.5. MAINTAINS PRIVATELY OWNED WEAPON REGISTRATION.** Receives and maintains AF Form 1314, Firearms Registration; updates information on AF Form 1314; and performs joint comparison of AF Form 1314 of privately owned weapon storage with Armory.

**3.6. TERMINATES PRIVATELY OWNED WEAPON REGISTRATION.** Receives notification of termination and disposes of AF Form 1314.

**INDIRECT:** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. Refer to AFMS 00AA for the standard indirect description.

| STANDARD MANPOWER TABLE          |       |       |                              |   |  |  |  |  |  |  |  |
|----------------------------------|-------|-------|------------------------------|---|--|--|--|--|--|--|--|
| WORK CENTER/FAC                  |       |       | APPLICABILITY MAN-HOUR RANGE |   |  |  |  |  |  |  |  |
| Pass and Registration/FAC 4312SE |       |       | 231.26 - 385.44              |   |  |  |  |  |  |  |  |
| AIR FORCE SPECIALTY TITLE        | AFSC  | GRADE | MANPOWER REQUIREMENT         |   |  |  |  |  |  |  |  |
| Law Enforcement/Security         | 811X0 | CIV   | 2                            | 3 |  |  |  |  |  |  |  |
| TOTAL                            |       |       | 2                            | 3 |  |  |  |  |  |  |  |
| AIR FORCE SPECIALTY TITLE        | AFSC  | GRADE | MANPOWER REQUIREMENT         |   |  |  |  |  |  |  |  |
|                                  |       |       |                              |   |  |  |  |  |  |  |  |
| TOTAL                            |       |       |                              |   |  |  |  |  |  |  |  |

AF FORM 1113, Jun 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.